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**STATE OF DELAWARE**  
**BOARD OF NURSING HOME ADMINISTRATORS**

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PUBLIC MEETING MINUTES:	<b>BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS</b>
MEETING DATE AND TIME:	<b>Tuesday, March 11, 2014 at 1:00 p.m.</b>
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Cannon Building, Second-Floor Conference Room B
MINUTES APPROVED:	<b>August 8, 2014</b>

**MEMBERS PRESENT**

Terri White, Professional Member, President  
E. Ray Quillen, Professional Member  
Tim Bane, Public Member  
Elizabeth Hague, Public Member  
Mike Salitsky, Professional Member

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL**

Jennifer Singh, Deputy Attorney General  
Robert Powers, Administrative Specialist II  
Sheryl Paquette, Administrative Specialist III

**MEMBERS ABSENT**

Sandra Dole, Healthcare/Public Member  
Victorine Parker, Public Member  
Hope Squier, Healthcare/Public Member  
Frances Wimbush, Public Member, Secretary

**PUBLIC PRESENT**

Timothy Yoder

**CALL TO ORDER**

Ms. White called the meeting to order at 1:08 p.m.

**REVIEW AND APPROVAL OF MINUTES**

The Board reviewed the minutes of the February 11, 2014 meeting. Mr. Salitsky made a motion, seconded by Mr. Quillen, to approve the minutes as presented. The motion carried unanimously.

## **NEW BUSINESS**

### **REVIEW OF APPLICATIONS FOR AIT LICENSURE**

None

### **REVIEW OF AIT PROGRESS REPORTS**

#### **David Parkinson (1<sup>st</sup> Quarter Report)**

Mr. Salitsky reviewed Mr. Parkinson's 1<sup>st</sup> Quarter progress report. Ms. White made a motion, seconded by Mr. Quillen, to accept the report as written. By unanimous vote, the motion carried.

#### **Kathleen Gibson – 3<sup>rd</sup> Quarter Report**

Mr. Quillen reviewed Ms. Gibson's 3<sup>rd</sup> Quarter progress report. Mr. Salitsky made a motion, seconded by Mr. Quillen to accept the report as written. By unanimous vote, the motion carried.

### **AIT Extension Request**

#### **Kathleen Gibson**

Mr. Quillen reviewed Ms. Gibson's request for a 6-month extension to her AIT Program. After Board discussion Mr. Salitsky made a motion, seconded by Mr. Quillen, to grant her request. By unanimous vote, the motion carried.

### **REVIEW OF AIT PRECEPTOR REQUEST**

None

### **REVIEW OF NHA LICENSE REQUEST**

None

### **REVIEW of AIT SUMMARY REPORT**

Mr. Powers distributed and summarized the status report of the current AITs.

### **REVIEW OF CONTINUING EDUCATION APPROVAL REQUESTS**

#### **Mike Salitsky, "Sales 101 Selling Skills," November 9-10<sup>th</sup>, 2013, Requesting 15.0 CEUs**

Mr. Salitsky recused himself from this review; thereby, causing the Board to lose quorum for the vote. This request is tabled until the next meeting.

#### **Barbara Webb, "Regulatory Updates," January 7<sup>th</sup>, 2014, Requesting 5.5 CEUs**

Ms. White reviewed and made a motion, seconded by Ms. Hague, to accept the CE request as written. The motion carried unanimously.

#### **Healthcare Association of New Jersey, "HCANJ 42<sup>nd</sup> Annual 20-Hour Symposium," April 1-3<sup>rd</sup>, 2014 Requesting 20 CEUs**

Ms. White reviewed and made a motion, seconded by Mr. Quillen, to accept the CE request as written. The motion carried unanimously.

### **COMPLAINT ASSIGNMENT PROCESS MEMO**

Mr. Powers read a memo from Division Director, David Mangler regarding the new complaint process.

### **THE 120-HOURS NHA COURSE**

Ms. White briefed the Board on the necessity of the 120-hours course. Board members have previously discussed that they have not been able to find this course listed in their Rules and Regulations; however, Ms. White stated that she did find information regarding the approved course on the 'Courses of Study for Approved Licensure' section of the website. Ms. Singh said the statute is broadly written which allows the Board to require the 120-hour course currently; however, to better define the requirement Ms. Singh proposed an amendment to the Rules and Regulations and submitted it to the Board for their review. After Board review and discussion, Mr. Salitsky made a motion, seconded by Mr.

Quillen, to approve the proposed regulation change as amended. By unanimous vote, the motion carried.

**REVIEW OF APPLICANTS FOR RE-EXAMINATION TEST** - None

**COMPLAINT ASSIGNMENT AND UPDATES** – None

**DISCIPLINE AND COMPLIANCE UPDATES** – None

**CONTINUING EDUCATION AUDIT OF LICENSEES**

Reginald Goring

Mr. Powers stated that he received the certification card back from the letter mailed to Mr. Goring; however, no other correspondence has been received. Ms. Singh explained to the Board that at this point the Hearing Officer Unit would need to schedule a Rule-To-Show-Cause hearing for him.

**OTHER BUSINESS BEFORE THE BOARD (FOR DISCUSSION ONLY)**

NCERS CE Program Attendance Report – Ms. White stated that this document did not need to be reviewed by the Board.

**PUBLIC COMMENT**

Mr. Yoder told the Board that he has found an appropriate Preceptor; however, the Preceptor has requested he do his AIT Program full time. Mr. Yoder asked the Board if it is necessary to do the program full-time. He asked the Board if there was an “hours per week” requirement for someone in the AIT Program. Ms. White said it is up to the Preceptor to determine, based on the AITs skill level and experience, how many hours would be required for training on the items listed in their outline. Mr. Salitsky said he needs to get a course outline approved with Preceptor. He said 10% of the program needs to be AL (assisted living), and 90% SLF (skilled living facility).

**NEXT SCHEDULED MEETING**

The next meeting is scheduled to be held on May 13, 2014 at 1:00 p.m. in the second-floor Conference Room B of the Cannon Building located at 861 Silver Lake Boulevard, Dover, Delaware.

**ADJOURNMENT**

There being no further business, Ms. White made a motion, seconded by Mr. Salitsky, to adjourn the meeting at 1:50 p.m. The motion carried unanimously.

Respectfully submitted,



Robert Powers  
Administrative Specialist II  
Board Liaison

*The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.*